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To: Parents of Students Attending \_\_\_\_\_ Elementary School  
From: \_\_\_\_\_ School District  
Date:  
Re: Title I Information and Parent Notification of Teacher Qualifications

\_\_\_\_\_ Elementary is designated as a Title I School. Title I is a federal program which focuses additional funding on nine of the twenty-four elementary schools. This funding is based on socio-economic status. Title I designation allows \_\_\_\_\_ School funding to provide several effective programs including:

- **Reading Recovery** (special tutoring for identified first grade students)
- **STAR Tutoring** (literacy support for students in need)
- **Professional Development** (additional training for the principal, teachers and paraprofessionals)
- **Yearly Progress Pro** (math assessment software which provides important instructional data for teachers)
- **Waterford** (literacy software used to provide additional support for students in need)
- **Cradled in Literacy** (literacy classes for parents of preschool aged students)

Attached to this letter is the teacher qualification and student achievement report card for \_\_\_\_\_ Elementary School. As a parent of a student at \_\_\_\_\_ Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Principal \_\_\_\_\_ at (phone number).